



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: HEALTH BUSINESS OPERATIONS ANALYST (*Provisional Appointment)

SALARY: \$35,701 - \$45,796 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position in the Public Health department is responsible for assisting the division manager to assure business operations, regulatory compliance monitoring, division financial/business operations and support processes are managed effectively. Work involves budget preparation and analysis, revenue/billing management, purchasing, contract management, time management, quality improvement, staff training, accreditation, financial report development and analysis and grant application and reporting. The employee reports directly to, and works under the general supervision of the division manager. General supervision is exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional** experience that involved, program*** supervision or management, OR either responsibility for, or providing staff support to, the development or supervision of quality assurance programs or process**** improvements, OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years of experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**For the purpose of these minimum qualifications, professional experience does not include maintenance, clerical, secretarial, receptionist, or similar duties.

***For the purposes of these minimum qualifications, program is defined as an organized group of activities performed to accomplish a specific goal or carry out policy aimed at improving or changing existing conditions, practices or procedures.

****For the purpose of these minimum qualifications, process is defined as a collection of related structured activities or tasks that produce a specific service.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

Monroe County Department of Public Health
111 Westfall Road - Human Resources Rm:752B
Rochester, NY 14620

Posting Date: January 28, 2013

Posting Deadline: February 15, 2013

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.